

1 December 2000

Personnel

WING PERSONNEL REPORTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 70IW/CCE (TSgt Singletary)

Certified by: 70IW/CC (Col Harold J. Beatty)

Pages: 7

Distribution: X

This instruction implements 70 IW procedures for reporting inputs to the weekly cops and robbers, monthly special topic personnel briefing, and the quarterly quality force briefing. It provides groups specific instructions on when, what, and how statistics will be submitted.

1. GENERAL INFORMATION

1.1. Program Responsibility. The 70 IW Command Section (CCE) serves as office of primary responsibility (OPR) for the monthly personnel statistics. Group commanders serve as office of collateral responsibility (OCR). This instruction will be reviewed annually for currency and updates.

2. PROGRAM MANAGEMENT INFORMATION

2.1. General. 70 IW/CCE will monitor and update monthly personnel statistics. 70 IW/CCE will consolidate monthly statistics and provide 70 IW/JA any quality force issues on a quarterly basis.

2.2. Suspense Dates: Groups need to email weekly reports to 70.iw.ja@ft-meade.af.mil by COB every Monday and monthly reports to 70 IW/CCE no later than the first Friday of the month.

2.3. Personnel reports format: See Attachment 1 and 2.

Attachment 1

MONTHLY PERSONNEL REPORT				
				REMARKS
MANNING (Enlisted)				
AUTHORIZED				
ASSIGNED				
MANNING (Officer)				
AUTHORIZED				
ASSIGNED				
OVERALL MANNING (Percentage)				
EVALUATIONS (EPRs)				
TOTAL DUE				
TOTAL ON TIME				
TOTAL LATE				
EVALUATIONS (OPRs)				
TOTAL DUE				
TOTAL ON TIME				
TOTAL LATE				
FITNESS IMPROVEMENT PROGRAM/ WEIGHT MANAGEMENT PROGRAM				
TOTAL ON WMP				
TOTAL NEW ENTRANTS				
TOTAL UNSAT PROGRESS				NOTE: ON SEPARATE SHEET LIST UNIT, NUMBER OF UNSAT (I.E., 1 ST , 2 ND , 3 RD , 4 TH , ETC.), ALONG WITH DISCIPLINE ASSOCIATED WITH UNSAT PROGRESS. ALSO LIST NUMBER OF CASES & REASON NOT DISCHARGE FOR CASES WITH >4 FAILURES
TOTAL TESTED FIP				

TOTAL PASSED FIP				
TOTAL FAILED FIP				
TOTAL IN SFIP				
TOTAL IN MFIP				
TOTAL TESTED OFF PROGRAM				
TOTAL FAILED SFIP				
TOAL FAILED MFIP				
SAFETY INCIDENTS				NOTE: CATEGORIZED AS POV, IND, MISC, ETC.
TRAINING/CDC				
TOTAL IN UPGRADE TRAINING				
IN OVERTIME TRAINING (OVER 18 MOS)				NOTE: ON SEPARATE SHEET LIST NAME, TSC, AND REASON FOR OVERTIME TRAINING
TOTAL ENROLLED IN CDC BY AFSC				
TOTAL PASSED CDC BY AFSC				
FIRST CDC FAILURE BY AFSC/NAME				
SECOND CDC FAILURE BY AFSC/NAME				
WAIVERS REQUESTED				
WAIVERS APPROVED				
COUNSELING SERVICES				
REFERRALS (EDUCATION)				
(GROUP)				
(TriSARC)				
COMPLETED				
FAILED				

RETURN TO DUTY				
TRANSITION				
URINALYSIS TESTED/POSITIVE				
ADMINISTRATIVE DISCHARGES INITIATED				NOTE: ON SEPARATE SHEET LIST UNIT, RANK , TIS, BASIS, DAYS TO PROCESS, DAYS FROM DFC, DISC CHARACTERIZATION, AND BOARD ENTITLED OR NOT
MENTAL				
MINOR DISCIPLINARY				
OJT/CDC				
WEIGHT MANAGEMENT				
PATTERN MISC				
HOMOSEXUAL CONDUCT				
DRUG/ALCOHOL				
OTHER				
ARTICLE 15S				NOTE: ON SEPARATE SHEET LIST EACH CASE W/UNIT, RANK, ARTICLE, OFFENSE AND PUNISHMENT
COURTS-MARTIAL				NOTE: ON SEPARATE SHEET LIST UNIT, RANK, TYPE, OFFENSES, SENTENCE
SPECIAL INTEREST ITEMS				NOTE: ON SEPARATE SHEET LIST CATEGORY (I.E. HARASSMENT, ANTHRAX REFUSAL, OFFICER MISCONDUCT, UNPROFESSIONAL RELATION, TRVL CARD ABUSE, DOMESTIC ABUSE, UNAUTH USE OF GOV'T COMPUTER, UNDERAGE DRINKING; PERSONNEL TRIED OFF-BASE OR MAG COURT
DEMOTIONS				NOTE: ON SEPARATE SHEET LIST UNIT, RANK BASIS, TIS

GOVERNMENT VISA CARD TOTAL ACCOUNTS				NOTE: ON SEPARATE SHEET LIST BY UNIT BY TOTAL DELINQUENT ACCOUNTS BY 30, 60, 90, 120, 150, AND 180 DAYS
TOTAL AMOUNT DELINQUENT				NOTE: ON SEPARATE SHEET LIST BY UNIT BY AMOUNT DELINQUENT BY 30, 60, 90, 120, 150, AND 180 DAYS
LAW OF ARMED CONFLICT				

Attachment 2

Weekly Personnel Report

GROUP: 123 IG-Location

COURTS-MARTIAL:

Name, Rank, Sq: Doe, Jon C., MSgt, 45 IS

Alleged Offense/Under Investigation/Date of Offense: Article ____, UCMJ (*or if it's under investigation state and by whom*); day/month/year

Synopsis of Case: *Provide sufficient details of case to answer who, what, when, where, why & how for 70 IW/CC.* E.g., Member admitted to First Sergeant that he took his visiting child to Disney World without taking leave. He believed that his supervisor would have denied him leave due to mission needs and the vacation was already paid for and not refundable.

Current Status: *Actions since last report.* Member tried at Summary Court-Martial on 15 Aug after turning down punishment under Article 15.

Punishment: *State date of punishment and the punishment imposed* (e.g., 27 Aug 00, 10 days Confinement; Reduction to E-6)

Remarks: *Provide information on any defense delays requested, ties to other cases, or information pertinent to the case that commander may need to know.* Member appeared despondent when released from confinement; has been referred to Mental Health for evaluation.

Total Processing Time: Number of days to process action, or "case open"

ARTICLE 15s:

Name, Rank, Sq: Doe, Jane Q., A1C, 67 IS

Alleged Offense/Under Investigation/Date of Offense: Violation Article ____, UCMJ; 15 Jul

Synopsis of Case: Member UA drinking, wrongful possession of ID card. Member was identified by Security Forces investigators as having obtained a false ID card and using it to drink at local clubs. Member paid \$10 to obtain card from SrA Jones in the MPF.

Current Status: Member chose not to appeal Article 15 punishment; Case Closed

Punishment: Red to Amn

Remarks: Part of ID card ring on base (25 others); member is on administrative hold as a witness against the ID card makers.

Total Processing Time: 30 days

OTHER OPEN INVESTIGATIONS:

(Any squadron investigation of an offense under the UCMJ.)

Brief details of Commander directed investigations or other squadron investigations (e.g., by First Sergeant) of criminal acts not falling under Security Forces or AFOSI.

INVOLUNTARY DISCHARGES:

Name, Rank, Sq: Messedup, Joe I., Amn, 45 IS

Basis for Discharge: AFI 36-3208, para 5.49, Minor Disciplinary Infractions

Synopsis of Case: During the course of 1 1/2 year Amn Messedup has received 2 Art 15s for Underage Drinking, 2 LOCs, 1 LOA, and 3 Verbal Counselings.

Current Status: Discharge Served 4 Aug 00, ADC asked for and was granted an extension of time until 12 Aug 00.

Characterization: 45 IS/CC is recommending a General

Remarks: Member does not have a Top Secret clearance.

Total Processing Time: Case Open

Name, Rank, Sq: Blow, Joseph M. SrA, 45 IS

Basis for Discharge: AFI 36-3208, para 5.11.1, Mental Disorder

Synopsis Of Case: Member diagnosed with a personality disorder

Current Status: Notification Memorandum served 3 Aug; waiting member's response, due 6 Aug.

Characterization: 45 IS/CC is recommending Honorable

Remarks: Member is Board entitled. Discharge for Cause Authority requested 30 Jul.

Total Processing Time: Case Open

DEMOTION ACTIONS

Name, Rank, Sq:

Basis for Demotion: AFI _____, para _____

Synopsis Of Case:

Current Status:

Remarks:

Total Processing Time: